



CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, January 3, 2017

1. Call to Order/Roll Call

Mayor Jeannie Hefty called the meeting to order at 6:31 p.m. starting with roll call. Aldermen present: John Ekes, Ed Johnson, Bob Grandi, Ruth Dawidziak, Jon Schultz, Tom Preusker and Todd Bauman. Excused: Tom Vos (arrived at 6:45 p.m.)

Also present: City Administrator Carina Walters, Finance Director Steve DeQuaker, Police Chief Mark Anderson, Fire Chief Alan Babe, DPW Director James Bergles, and Building Inspector Gregory Guidry.

Student Representatives - Present: Gabriel King, Ryan Werner. Excused: None

2. Citizens Comments and Questions

Lisa Hernandez, 489 Dardis Drive, commented on her concerns regarding the construction noise at KW Precast happening in the very early morning hours and wanted to know what the ordinance is and if anything could be done about it. Walters responded that she would gather her contact information so that either herself or the Chief of Police can call her directly after meeting with staff to review the ordinance and discuss the concerns to see what the City can do about the noise.

3. Approval of Minutes from December 20, 2016

A motion was made by Alderman Preusker with a second by Alderman Bauman to approve the minutes from December 20, 2016. With all in favor, the motion carried to approve the minutes.

4. Topic: Motion 17-857 to consider the Downtown Parking Analysis completed by Andy Miller, of Carl Walker.

Walters gave background history of the downtown parking situation and reviewed the study completed by Carl Walker. Walters stated that on May 17, 2016, Council discussed the possibility of amending the Official Traffic Map to change the Livery Parking Lot time from a 24 hour lot to a 3 hour lot pursuant to a request from business owner Fred Mabson and as a result, staff was directed to complete a comprehensive downtown analysis of its parking prior to making any changes to the Official Traffic Map. Walters reported that Andy Miller conducted an online survey as well as field observations, met with both Council and Chamber members, and held a public forum to present the findings from his studies. The study found that there is ample parking throughout the city and that 88% of the survey respondents have had little to no problems finding parking space. The majority of all respondents rated the overall parking experience to be average to excellent, but that enforcement of the current parking restrictions are inconsistent and that business owners and employees should utilize the parking garage or other public parking lots rather than street parking in front of their businesses. Walters went on to say that as a result of the study, it has been recommended to reinstitute 2 hour parking enforcement of the two-hour time limits for

on-street parking, improve communications and signage regarding public parking options, institute a 2-hour parking limit in the Livery Lot, upgrade lighting and install security cameras in the parking deck, and work with private lot owners and businesses to encourage the use of private off-street lots for public parking.

Alderman Schultz asked how the 24 hour parking permits work. Chief Anderson responded that residents living in the downtown district may purchase a downtown permit for \$10 per month or \$120 per year, which allows these residents to park in a municipal lot for over 24 hours.

Alderman Grandi expressed concern regarding the inconvenience to tenants and their guests parking in the Livery Lot if they are restricted to a 2-3 hour parking limit. Grandi inquired about the possibilities of allowing better signage for tenant only parking.

Alderman Schultz asked why limit enforcement to a part-time position vs a full-time position. Walters responded that \$30,000 has been allocated for a parking attendant, but hiring someone full time with benefits, could cost the City upwards near \$80,000. Walters suggested implementing a pilot program in order to better assess when or how often parking enforcement is needed.

Alderman Dawidziak stated she feels that if the City can't enforce the current ordinance or only part time at best, then implementing the other recommendations would be for nothing and that this seems to just be a bandaid solution.

Student representative Ryan Werner asked why take any action if the study shows there isn't any real problem other than business owners utilizing on-street parking when they should be parking elsewhere rather than taking up valuable customer spaces. Werner stated that it doesn't seem impactful to spend money on something that doesn't seem to be much of an issue in the first place.

Alderman Schultz stated why have these ordinances if they aren't going to be enforced and that enforcement of the ordinance is what the City should be focusing on.

Kevin O'Brien, 516 N. Pine Street, stated that one of his businesses backs up to the Livery Lot and feels weak enforcement is the issue and needs to be corrected, including increasing the fines, full-time parking enforcement, and towing of vehicles who violate the ordinance.

Walters requested that Council approve the parking study and that staff will not go any further on this topic unless directed.

5. Topic: Motion 17-858 to consider approving the City of Burlington Employee Handbook.

Walters explained that the Employee Handbook had been implemented by the prior City Administrator but it had not been approved by Council. Walters further stated that additional updates have been added to reflect recent changes and that staff, as well as the City's labor attorney has reviewed and is recommending approval of the Employee Handbook. Walters also added that she has a few more items that she would like to either add or tweak, and will have that completed before the next Council meeting.

Alderman Schultz asked if the handbook covers all the pay changes that was just implemented, including the grievance procedure. Walters responded that there already is an area that covers the grievance procedure, however, the pay plan and classification step scale needs to be added and some clarifying language with respect to holidays needs to be tidied up before it's presented to Council for approval on January 17, 2017.

Alderman Preusker inquired about whether or not longevity pay was necessary being such a trivial amount of money. Walters responded that the longevity pay would remain and is considered a benefit to the employees despite the nominal amount. Walters further stated that Council could

choose to remove this benefit, however, cautioned them to carefully consider that thought. Alderman Schultz asked why this was never mentioned during the compensation and benefits study and why Council knew nothing of this. Walters replied that longevity pay has been available since before 2009 and Council more than likely wasn't aware of this because the original handbook was completed at administrative level without Council approval, which is why this topic is being discussed tonight.

6. **Topic: Motion 17-859** to consider approving an Airport Hangar Lease with Nicole Pease, 817 Charlie Taxiway, at the Burlington Municipal Airport.
7. **Topic: Motion 17-860** to consider approving an Airport Hangar Lease with Dale Severs, 824 Hotel Taxiway, at the Burlington Municipal Airport.

Walters explained both Motions 17-859 and 17-860 and explained that the Airport Committee met and recommends that the City accept these hangar leases.

There was no further discussion.

8. **Topic: Resolution 4813(32)** to consider approving a Memorandum of Understanding between Racine County and the City of Burlington Fire Department for the purchase of radios.

Chief Babe reminded Council and Staff of the opportunity being offered to the City of Burlington Fire Department from the Racine County Fire Chief's Association (RCFCA), to replace existing mobile and handheld portable radios. Babe then reviewed the Memorandum of Understanding and the associated costs.

Alderman Ekes asked why the Town of Burlington wasn't involved in this purchase and what kind of impact these radios will have on the city. Babe responded that the town already uses more current radios and that the city will experience a positive impact by taking advantage of the opportunity to update radios that are approaching 25 years in service and no longer supported by the manufacturer, as well as eliminate safety concerns for our firefighters operating under the current equipment.

9. **Adjourn**

A motion was made by Schultz with a second by Vos to adjourn the meeting. With all in favor, the meeting adjourned at 7:44 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington